



POSITION DESCRIPTION

TITLE –Facilities Supervisor

DEPARTMENT - Operations

POSITION SUMMARY

The Facilities Supervisor is responsible for all facilities operations throughout the Muny campus and associated rental spaces. They report directly to the Director of Operations and work to ensure that all systems function smoothly and efficiently. This position requires both supervisory work and hands-on activity. The ideal candidate would be an independent thinker with the ability to listen, problem solve and collaborate with other team members.

ENTRY QUALIFICATIONS

- Previous experience with facilities and building maintenance at a large physical plant or campus
- Advanced mechanical skills and knowledge of plumbing, electrical, HVAC and other building systems
- Experience with theatrical equipment and systems—lighting, sound, automation, etc.—is a plus
- Knowledge of alarm systems—fire monitoring, fire suppression and security
- Proficiency with repair tools and techniques
- Ability to read and understand construction drawings
- Experience in utilizing CAD or REVIT applications is a plus
- Current experience with operating and maintaining forklifts and lifts
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, contractors, vendors and team members
- Great time management, organization and prioritization abilities with ability to manage multiple projects simultaneously
- Exemplary problem-solving skills and ability to work independently
- Strong attention to detail and efficient problem-solving skills
- Comfortable with standard computer applications such as Word, Excel, Outlook, etc.
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Understanding of The Muny’s mission, strategies and programming, including a commitment to diversity and antiracism in the work and workplace

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts routine maintenance and safety inspections of facility systems and plans maintenance work accordingly
- Performs or supervises year-round building maintenance including plumbing, electrical, concrete, roofs, HVAC, fires systems, etc.
- Performs or supervises pre-season facility start-up and post-season shut-down for plumbing and HVAC systems
- Coordinates scheduling and supervises off-season requests for IATSE Local 6 labor
- Coordinates scheduling of in-season, non-production requests for IATSE Local 6 labor with the Technical Director
- Coordinates installation, maintenance and removal of all theatrical systems including stage decks, automation, video wall, cyclorama, sound, lighting, etc.
- Reviews company’s infrastructure needs on an annual basis to ensure potential for future growth
- Works with the Director of Operations in coordinating all construction and repair activity
- Works with the Special Events Manager with logistics and setup for special events and rentals
- Works with the Director of Marketing with logistics for marketing efforts
- Manages year-round and seasonal housekeeping teams and orders related supplies
- Assists with annual budget preparations and works to ensure expenses stay within budget parameters

WORKING CONDITIONS

The Muny campus is largely outdoors. During summer heat and cold winters, individuals should expect to remain outdoors for some time. As The Muny is a production facility, a high degree of situational awareness in a high tempo working environment is also needed. A moderate degree of physical ability is also associated with the position. The Facility Supervisor is a primary contact for after-hours emergencies. Because of the nature of The Muny's operation, responsibilities may include daytime hours, evening hours and weekend shifts depending on the time of year. Schedule of hours could vary widely throughout the year.

SALARY

This is a full-time year-round position. Salary is currently determined by the Collectively Bargained Agreement between The Muny and IATSE Local 6. Payroll checks are issued weekly and must be via direct deposit.

KEY RELATIONSHIPS

- Director of Operations
- Director of Production
- Technical Director
- Special Events Manager

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